

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
**STATEWIDE WEEKLY VACANCY REPORT**

Start Date:  
02/13/12

Deadline Date:  
02/22/12

In compliance with West Virginia Code, Chapter 29, Article 6, Section 24, the attached job vacancy announcements are hereby posted.

**MOTOR VEHICLES** X  
**PUBLIC TRANSIT**  
**STATE RAIL AUTHORITY**  
**TRANSPORTATION**  
**OFFICE ADMIN HEARING**

## HIGHWAYS

## DISTRICTS

One	Two	Three	Four	Five	Six	Seven	Eight	Nine	Ten
X	X	X	X		X		X	X	X

Executive	_____	Contract Administration	_____
Office Services	_____	Legal	_____
Finance	_____	Human Resources	_____
Equal Employment	_____	Traffic Engineering	X _____
Engineering	_____	Communications Division	_____
Right of Way	_____	Program Planning and Administration Division	_____
Information Services	_____	Auditing	_____
Maintenance	X _____	State Rail Authority	_____
Equipment	_____	Materials Control, Soil and Testing Division	_____
Budget	_____	Aeronautics	_____



DATE: FEBRUARY 13, 2012  
DOT1200072  
PAGE: 1

ADMINISTRATIVE SECRETARY  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
INVESTIGATIONS, SECURITY, SUPPORT SERVICES  
KANAWHA

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, PERFORMS ADMINISTRATIVE SUPPORT WORK UNDER THE DIRECTION OF THE DIRECTOR OF INVESTIGATIONS, SECURITY AND SUPPORT SERVICES. APPLIES IN-DEPTH KNOWLEDGE OF PROGRAM AREAS, MISSION OF THE DIVISION, AND THE ADMINISTRATOR'S JURISDICTION, POLICIES AND VIEWS. WORK IS OF SENSITIVE AND CONFIDENTIAL NATURE. MUST BE ABLE TO MAINTAIN CONFIDENTIALITY OF CLIENT'S PROPRIETY INFORMATION. COLLECTS AND PREPARES OPERATING REPORTS SUCH AS TIME AND ATTENDANCE RECORDS, TERMINATIONS, NEW HIRES, TRANSFERS, AND BUDGET EXPENDITURES. ABILITY TO COMPOSE REPORTS AND CORRESPONDENCE; MAKE ARRANGEMENTS FOR CONFERENCES, INCLUDING DATE/TIME/LOCATION/SPACE, OVERSIGHT OF OFFICE SERVICES SUCH AS THE COMPLETION OF MAINTENANCE REPORTS, ORDERING OF SUPPLIES, FILING, TYPES A VARIETY OF DOCUMENTS, OFTEN CONFIDENTIAL IN NATURE, TRANSCRIPTION OF WITNESS STATEMENTS, GRIEVANCE HEARINGS, ETC. MAY ATTEND MEETINGS FOR DIRECTOR/MANAGER TO TAKE NOTES AND OFFER INPUT VIS-A-VIS SUPERVISOR'S VIEWS. EFFECTIVE ORAL AND WRITTEN COMMUNICATION SKILLS ARE NECESSARY AS THERE IS DAILY INTERACTION WITH MANAGEMENT. MUST BE PROFICIENT IN MICROSOFT WORD, EXCEL, POWER POINT AND ACCESS DATABASE. PERFORM RELATED DUTIES AS REQUIRED. TRAVEL MAY BE REQUIRED. A VALID WV DRIVER'S LICENSE IS REQUIRED. A CRIMINAL BACKGROUND CHECK WILL BE CONDUCTED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: SIX YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN SECRETARIAL WORK, TWO YEARS MUST HAVE INCLUDED ADMINISTRATIVE SUPPORT OR



DATE: FEBRUARY 13, 2012  
DOT1200072  
PAGE: 2

COMPLEX CLERICAL DUTIES.  
SUBSTITUTION: SUCCESSFUL FULL-TIME STUDY IN AN  
ACCREDITED COLLEGE OR UNIVERSITY, OR RESIDENT  
BUSINESS OR VOCATIONAL SCHOOL TRAINING MAY BE  
SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR THE  
REQUIRED EXPERIENCE.

SALARY: PAY GRADE 010 \$23,724.00 - \$43,896.00

DEADLINE: FEBRUARY 22, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
WILLIAM TOTTEN  
DIV OF MOTOR VEHICLES  
5707 MACCORKLE AVENUE, SE  
SUITE 200  
CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DOT1200072 ON APPLICATION



DATE: FEBRUARY 13, 2012  
DOT1200078  
PAGE: 1

DATA ENTRY OPERATOR II  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
VEHICLE SERVICES  
KANAWHA

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: PRIMARY RESPONSIBILITIES INCLUDE DATA ENTRY, EDIT, CORRECTION AND MODIFICATION OF ALL DATA THAT IS ASSOCIATED WITH THE TITLING/REGISTRATION OF VEHICLE PROCESS. WORK REQUIRES REPETITIVE AND SUSTAINED HIGH SPEED OPERATION OF DATA ENTRY DEVICES. ACCESSING AND MANIPULATING THE DATA IS REQUIRED. ADDITIONAL DUTIES INCLUDE OCCASIONAL BACKUP RESPONSIBILITIES PERFORMED FOR OTHER SECTION WITHIN THE DIVISION. MUST HAVE A VALID WV DRIVER'S LICENSE AS THIS POSITION MAY REQUIRE TRAVEL FOR TRAINING AND CONTINUING EDUCATION.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL OR EQUIVALENT.  
EXPERIENCE: ONE YEAR OF FULL-TIME OR PART-TIME EQUIVALENT EXPERIENCE IN DATA ENTRY.  
SUBSTITUTION: (1) COMPLETION OF TWELVE HOURS IN COMPUTER SCIENCE FROM AN ACCREDITED COLLEGE OR UNIVERSITY.  
OR  
(2) COMPLETION OF FOUR COURSES IN DATA PROCESSING, DATA ENTRY, AND/OR WORD PROCESSING FROM AN ACCREDITED BUSINESS OR VOCATIONAL SCHOOL MAY SUBSTITUTE THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 008    \$21,504.00 - \$39,792.00

DEADLINE: FEBRUARY 22, 2012



DATE: FEBRUARY 13, 2012  
DOT1200078  
PAGE: 2

TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:  
WILBUR THAXTON  
DIV OF MOTOR VEHICLES                      DIRECTOR  
5707 MACCORKLE AVENUE  
SUITE 200  
CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DOT1200078 ON APPLICATION



DATE: FEBRUARY 13, 2012  
DOT1200080  
PAGE: 1

OFFICE ASSISTANT III  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
MANAGEMENT SERVICES  
KANAWHA

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ASSIST CUSTOMERS WITH TRACKING SIGNATURE MAIL.  
PROCESS TITLES AND ASSIGN NUMBERS TO TITLES.  
RECONCILE CHECKS AGAINST REPORTS FOR DATA ENTRY.  
PROCESS VEHICLE REGISTRATION RENEWALS. FILE  
SHERIFF, VEHICLE, RETURNED CHECKS, SIGNATURE  
REPORTS AND MAIL TRACKING. AUDIT VEHICLE  
REGISTRATION RENEWALS AND PREPARE REPORTS FOR  
DEPOSIT. DRIVE TO POST OFFICE AND PICK UP MAIL.  
DELIVER MAIL TO OTHER DMV DEPARTMENTS. OPERATE  
POSTAGE MACHINE. ASSIST IN TRAINING NEW  
EMPLOYEES. RUN POSTAGE MACHINE AND DELIVER MAIL  
WHICH INCLUDES STANDING, WALKING AND LIFTING UP  
TO 25 LBS. WORK HOURS MAY VARY DEPENDING ON THE  
DUTIES ASSIGNED. WORK SCHEDULE MONDAY-FRIDAY  
BETWEEN 6:30 A.M. AND 4:00 P.M.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL  
OR THE EQUIVALENT.  
EXPERIENCE: FOUR (4) YEARS OF FULL-TIME OR  
EQUIVALENT PART-TIME PAID EXPERIENCE PERFORMING  
ROUTINE OFFICE WORK.  
SUBSTITUTION: COLLEGE HOURS, RELATED BUSINESS  
SCHOOL, OR VOCATIONAL TRAINING MAY BE SUBSTITUTED  
THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED  
EXPERIENCE.

SALARY: PAY GRADE 007    \$20,472.00 - \$37,884.00

DEADLINE: FEBRUARY 22, 2012



DATE: FEBRUARY 13, 2012  
DOT1200080  
PAGE: 2

TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:  
JERRY CONRAD  
WV DIVISION OF MOTOR VEHICLES  
5707 MACCORKLE AVE., SE  
CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DOT1200080 ON APPLICATION



DATE: FEBRUARY 13, 2012  
DOT1200081  
PAGE: 1

CUSTOMER SERVICE REPRESENTATIVE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
PRINCETON REGIONAL OFFICE  
MERCER

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ASSIST CUSTOMERS IN OBTAINING DRIVER'S AND MOTOR  
VEHICLE LICENSES. EXPLAIN FORMS, FEES, TAXES,  
AND OTHER CHARGES. ENTER DATA INTO COMPUTER TO  
ACCESS PRIOR INFORMATION AND UPDATE RECORDS.  
PERFORM CASHIER TRANSACTIONS. ADMINISTER  
LEARNER'S PERMIT, MOTORCYCLE, OPERATORS,  
COMMERCIAL DRIVERS, AND VISION TESTS. ISSUE  
DRIVER'S LICENSES. CONDUCT DRIVER CLINIC  
INTERVIEWS. PERFORM VEHICLE INSPECTIONS.  
REGISTER VOTERS. TAKE PHOTOGRAPHS. A VALID  
DRIVER'S LICENSE IS REQUIRED. PERFORM RELATED  
DUTIES AS NEEDED. APPLICANTS SUBJECT TO CRIMINAL  
BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM STANDARD HIGH SCHOOL  
OR THE EQUIVALENT.  
EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT  
PART-TIME PAID EXPERIENCE IN BOOKKEEPING,  
CASHIERING OR RELATED PUBLIC CONTACT WORK.  
SUBSTITUTION: SUCCESSFUL FULL-TIME STUDY IN AN  
ACCREDITED COLLEGE OR UNIVERSITY, OR RESIDENT  
BUSINESS OR VOCATIONAL SCHOOL TRAINING MAY BE  
SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR  
THE REQUIRED EXPERIENCE.  
SPECIAL REQUIREMENT: MUST BE ELIGIBLE FOR  
BONDING.

SALARY: PAY GRADE 007    \$20,472.00 - \$37,884.00

DEADLINE: FEBRUARY 22, 2012



DATE: FEBRUARY 13, 2012  
DOT1200081  
PAGE: 2

TO APPLY:        SEND DIVISION OF PERSONNEL APPLICATION TO:  
                 PETE LAKE  
                 DIV OF MOTOR VEHICLES  
                 5707 MACCORKLE AVENUE, SE  
                 SUITE 200  
                 CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DOT1200081 ON APPLICATION



DATE: FEBRUARY 13, 2012  
DOT1200082  
PAGE: 1

CUSTOMER SERVICE REPRESENTATIVE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
MOOREFIELD REGIONAL OFFICE  
HARDY

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ASSIST CUSTOMERS IN OBTAINING DRIVER'S AND MOTOR  
VEHICLE LICENSES. EXPLAIN FORMS, FEES, TAXES,  
AND OTHER CHARGES. ENTER DATA INTO COMPUTER TO  
ACCESS PRIOR INFORMATION AND UPDATE RECORDS.  
PERFORM CASHIER TRANSACTIONS. ADMINISTER  
LEARNER'S PERMIT, MOTORCYCLE, OPERATORS,  
COMMERCIAL DRIVERS, AND VISION TESTS. ISSUE  
DRIVER'S LICENSES. CONDUCT DRIVER CLINIC  
INTERVIEWS. PERFORM VEHICLE INSPECTIONS.  
REGISTER VOTERS. TAKE PHOTOGRAPHS. A VALID  
DRIVER'S LICENSE IS REQUIRED. PERFORM RELATED  
DUTIES AS NEEDED. APPLICANTS SUBJECT TO CRIMINAL  
BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM STANDARD HIGH SCHOOL  
OR THE EQUIVALENT.  
EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT  
PART-TIME PAID EXPERIENCE IN BOOKKEEPING,  
CASHIERING OR RELATED PUBLIC CONTACT WORK.  
SUBSTITUTION: SUCCESSFUL FULL-TIME STUDY IN AN  
ACCREDITED COLLEGE OR UNIVERSITY, OR RESIDENT  
BUSINESS OR VOCATIONAL SCHOOL TRAINING MAY BE  
SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR  
THE REQUIRED EXPERIENCE.  
SPECIAL REQUIREMENT: MUST BE ELIGIBLE FOR  
BONDING.

SALARY: PAY GRADE 007    \$20,472.00 - \$37,884.00

DEADLINE: FEBRUARY 22, 2012



DATE: FEBRUARY 13, 2012  
DOT1200082  
PAGE: 2

TO APPLY:        SEND DIVISION OF PERSONNEL APPLICATION TO:  
                 PETE LAKE  
                 DIV OF MOTOR VEHICLES  
                 5707 MACCORKLE AVENUE, SE  
                 SUITE 200  
                 CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DOT1200082 ON APPLICATION



DATE: FEBRUARY 13, 2012  
DOT1200083  
PAGE: 1

PARALEGAL  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
LEGAL SERVICES  
KANAWHA

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: PREPARE CASE SUMMARIES AND PROCESS LITIGATION AND  
BANKRUPTCY CASES INVOLVING THE DIVISION OF MOTOR  
VEHICLES. MAINTAIN LITIGATION REPORTS REQUIRED  
TO BE SUBMITTED TO THE LEGISLATURE. REVIEW  
PROPOSED FINDINGS OF FACT AND CONCLUSIONS OF LAW  
FOR COMPLIANCE WITH STATUTE AND REGULATIONS.  
RESEARCH CASE LAW AND STATUTES AS NECESSARY FOR  
LITIGATION. ADDITIONAL DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: SUCCESSFUL COMPLETION OF A PARALEGAL  
(LEGAL ASSISTANT) TRAINING PROGRAM.  
SUBSTITUTION: TWO YEARS OF FULL-TIME OR  
EQUIVALENT PART-TIME PAID EXPERIENCE IN A LEGAL  
SETTING WHICH REQUIRED PERFORMING LEGAL RESEARCH,  
READING AND INTERPRETING LAWS AND OTHER LEGAL  
AUTHORITIES, AND PREPARING LEGAL DOCUMENTS, UNDER  
THE SUPERVISION OF AN ATTORNEY, MAY SUBSTITUTE FOR  
THE REQUIRED TRAINING -OR- A COMBINATION OF  
TRAINING AND EXPERIENCE AS DESCRIBED ABOVE MAY  
SUBSTITUTE THROUGH AN ESTABLISHED FORMULA FOR THE  
REQUIRED TRAINING.

SALARY: PAY GRADE 010    \$23,724.00 - \$43,896.00

DEADLINE: FEBRUARY 22, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
JILL DUNN  
DIV OF MOTOR VEHICLES  
5707 MACCORKLE AVENUE, SE  
SUITE 200  
CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DOT1200083 ON APPLICATION



DATE: FEBRUARY 13, 2012  
DOT1200084  
PAGE: 1

CUSTOMER SERVICE REPRESENTATIVE, LEAD  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
CLARKSBURG REGIONAL OFFICE  
HARRISON

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: IN A LEAD CAPACITY, ASSISTS IN PLANNING, ASSIGNING AND REVIEWING THE WORK OF OTHERS. TRAIN EMPLOYEES. APPROVES USE OF PAID LEAVE. PREPARE DAILY LABOR REPORTS. ASSUMES SUPERVISORY DUTIES IN THE ABSENCE OF THE SUPERVISOR. ASSIST CUSTOMER IN OBTAINING DRIVER'S AND MOTOR VEHICLE LICENSES. EXPLAIN FORMS, FEES, TAXES, AND OTHER CHARGES. ENTER DATA INTO COMPUTER TO ACCESS PRIOR INFORMATION AND UPDATE RECORDS. PERFORM CASHIER TRANSACTIONS. ADMINISTER LEARNER'S PERMIT, MOTORCYCLE, OPERATORS, COMMERCIAL DRIVERS, AND VISION TESTS. ISSUES DRIVERS LICENSES, CONDUCT DRIVER CLINIC INTERVIEWS. PERFORM VEHICLE INSPECTIONS. REGISTER VOTERS, TAKE PHOTOGRAPHS. A VALID DRIVER'S LICENSE IS REQUIRED. PERFORM RELATED DUTIES DUTIES AS NECESSARY. APPLICANTS SUBJECT TO CRIMINAL BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM STANDARD HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BOOKKEEPING, SALES OR RELATED PUBLIC CONTACT WORK, OR TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID WORK IN CASHIERING OR REGULAR PUBLIC CONTACT WORK WITH THE DIVISION OF MOTOR VEHICLES OR IN AS A DRIVER LICENSE EXAMINER WITH THE WEST VIRGINIA STATE POLICE.  
SUBSTITUTION: SUCCESSFUL FULL-TIME STUDY IN AN ACCREDITED COLLEGE OR UNIVERSITY, OR RESIDENT BUSINESS OR VOCATIONAL SCHOOL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED EXPERIENCE.  
SPECIAL REQUIREMENT: MUST BE ELIGIBLE FOR BONDING.



DATE: FEBRUARY 13, 2012  
DOT1200084  
PAGE: 2

SALARY: PAY GRADE 008 \$21,504.00 - \$39,792.00

DEADLINE: FEBRUARY 22, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
PETE LAKE  
DIV OF MOTOR VEHICLES  
5707 MACCORKLE AVENUE, SE  
SUITE 200  
CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DOT1200084 ON APPLICATION



DATE: FEBRUARY 13, 2012

DOT1200085

PAGE: 1

CUSTOMER SERVICE REPRESENTATIVE, LEAD  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
VEHICLE SERVICES  
KANAWHA

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION AND IN A LEAD CAPACITY,  
PERFORMS AND LEADS WORK INVOLVING RECIPT,AUDITING,  
PROCESSING, RECORDING AND ISSUANCE OF VEHICLE  
REGISTRATION, VEHICLE TITLES AND RELATED  
DOCUMENTS. RESPONSIBLE FOR OVERSIGHT OF THE DAILY  
OPERATION OF THE TITLE SECTION IN THE ABSENCE OF  
THE SUPERVISOR. ASSISTS THE PUBLIC BY PHONE  
IN REFERENCE TO QUESTIONS OR PROBLEMS WITH  
VEHICLE REGISTRATION AND/OR TITLE WORK. EXPLAINS  
AND PROVIDES ASSISTANCE REGARDING THE REQUIREMENTS  
FEES, DOCUMENTS, FORMS, TAXES, ETC. INVOLVED  
IN REGISTERING AND TITLING VEHICLES. PERFORMS  
OTHER RELATED DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM STANDARD HIGH SCHOOL OR  
THE EQUIVALENT.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT  
PART-TIME PAID EXPERIENCE IN BOOKKEEPING, SALES OR  
RELATED PUBLIC CONTACT WORK, OR TWO YEARS OF FULL-  
TIME OR EQUIVALENT PART-TIME PAID WORK IN  
CASHIERING OR REGULAR PUBLIC CONTACT WORK WITH THE  
DIVISION OF MOTOR VEHICLES OR IN AS A DRIVER  
LICENSE EXAMINER WITH THE WEST VIRGINIA STATE  
POLICE.  
SUBSTITUTION: SUCCESSFUL FULL-TIME STUDY IN AN  
ACCREDITED COLLEGE OR UNIVERSITY, OR RESIDENT  
BUSINESS OR VOCATIONAL SCHOOL TRAINING MAY BE  
SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR THE  
REQUIRED EXPERIENCE.  
SPECIAL REQUIREMENT: MUST BE ELIGIBLE FOR  
BONDING.

SALARY: PAY GRADE 008    \$21,504.00 - \$39,792.00

DEADLINE: FEBRUARY 22, 2012



DATE: FEBRUARY 13, 2012  
DOT1200085  
PAGE: 2

TO APPLY:        SEND DIVISION OF PERSONNEL APPLICATION TO:  
                 MICHAEL MAGGARD  
                 DIV OF MOTOR VEHICLES  
                 5707 MACCORKLE AVENUE, SE  
                 SUITE 200  
                 CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DOT1200085 ON APPLICATION



DATE: FEBRUARY 13, 2012  
DOT1201181  
PAGE: 1

SECRETARY I  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MAINTENANCE DIVISION  
KANAWHA

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: SEC1 - UNDER GENERAL SUPERVISION, PROVIDE  
SECRETARIAL SUPPORT IN MAINTENANCE DIVISION BY  
CREATING, COMPOSING AND TYPING A WIDE RANGE OF  
DOCUMENTS. MAINTAIN FILES, SCAN AND LOG VARIOUS  
DOCUMENTS AND AGREEMENTS. DEVELOP VARIOUS REPORTS  
FROM COMPUTER SOFTWARE. RECEIVE, SORT AND  
DISSEMINATE INCOMING MAIL.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL  
OR THE EQUIVALENT.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT  
PART-TIME PAID EXPERIENCE PERFORMING CLERICAL  
DUTIES AT THE OFFICE ASSISTANT II LEVEL, INCLUDING  
TYPING, WHICH MUST HAVE INCLUDED SCREENING AND  
ROUTING TELEPHONE CALLS AND CORRESPONDENCE, AND  
COMPOSING ROUTINE CORRESPONDENCE.  
SUBSTITUTION: COLLEGE HOURS OR RELATED BUSINESS  
SCHOOL OR VOCATIONAL TRAINING MAY BE SUBSTITUTED  
THROUGH AN ESTABLISHED FORMULA FOR UP TO TWO YEARS  
OF THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 008 \$21,504.00 - \$39,792.00

DEADLINE: FEBRUARY 22, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
W. KYLE STOLLINGS  
WVDOH - MAINTENANCE DIVISION  
CAPITOL COMPLEX  
BLDG 5, ROOM A-350  
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER DOT1201181 ON APPLICATION



DATE: FEBRUARY 13, 2012  
DOT1201210  
PAGE: 1

HIGHWAY ENGINEER TRAINEE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
TRAFFIC ENGINEERING DIVISION  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGTR - UNDER THE SUPERVISION OF HIGHWAY ENGINEERS, WILL PARTICIPATE IN AN ON-THE-JOB TRAINING PROGRAM TO DEVELOP PROFICIENCY IN THE USE OF KNOWLEDGE, SKILLS, AND ABILITIES IN HIGHWAY/ CIVIL ENGINEERING. ASSIGNMENTS ARE VARIED AND DESIGNED TO DEVELOP THE EMPLOYEE'S SKILLS IN THE CIVIL ENGINEERING FIELD FOR THE SOLUTION OF PRACTICAL PROBLEMS AND TO DEVELOP SOLUTIONS WHICH CONFORM TO DEPARTMENTAL POLICIES, RULES AND REGULATIONS AS WELL AS PROFESSIONAL STANDARDS. PERFORM RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE IN CIVIL ENGINEERING FROM A REGIONALLY ABET ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY. PREFERENCE IN MAKING APPOINTMENTS MAY BE SHOWN FOR INDIVIDUALS WITH TRAINING DIRECTLY RELATED TO THE TYPE OF POSITION TO BE FILLED. TRAINING AREAS INCLUDE CONSTRUCTION, MAINTENANCE, PLANNING, DESIGN, SOILS, STRUCTURES, AND TRAFFIC.

SUBSTITUTION: A BACHELOR'S DEGREE IN CIVIL ENGINEERING TECHNOLOGY FROM A REGIONALLY ABET ACCREDITED FOUR YEAR COLLEGE OR UNIVERSITY OR A BACHELOR'S DEGREE IN CIVIL ENGINEERING FROM A NON-ABET ACCREDITED COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING IF THE APPLICANT HAS ALSO PASSED THE FUNDAMENTALS OF ENGINEERING EXAMINATION ADMINISTERED BY THE WEST VIRGINIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS, OR AN EQUIVALENT EXAMINATION ADMINISTERED BY ANOTHER STATE'S ENGINEER REGISTRATION ORGANIZATION.

NOTE: APPOINTMENT ABOVE THE ENTRY LEVEL MAY BE MADE AT THE RATE OF FIVE PERCENT FOR EACH THREE MONTHS CO-OP EXPERIENCE WITH THE WEST VIRGINIA



DATE: FEBRUARY 13, 2012  
DOT1201210  
PAGE: 2

DIVISION OF HIGHWAYS, CO-OP EXPERIENCE WITH  
ANOTHER TRANSPORTATION ORGANIZATION OR RELATED  
WORK EXPERIENCE WITH A COMPANY SUCH AS AN  
ENGINEERING CONSULTING FIRM.  
AT THE APPOINTING AGENCY'S DISCRETION, COMPETITIVE  
CANDIDATES MAY RECEIVE PROBATIONARY APPOINTMENT  
PENDING OFFICIAL VERIFICATION OF THE QUALIFYING  
DEGREE. THE QUALIFYING DEGREE MUST BE VERIFIED  
BEFORE THE EMPLOYEE MAY BE CERTIFIED AS PERMANENT.

SALARY: PAY GRADE 019 \$39,372.00 - \$72,840.00

DEADLINE: FEBRUARY 22, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
CINDY CRAMER  
WVDOH - TRAFFIC ENGINEERING DIVISION  
CAPITOL COMPLEX  
BLDG 5, ROOM A-550  
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER DOT1201210 ON APPLICATION



DATE: FEBRUARY 13, 2012  
DOT1200178  
PAGE: 1

BRIDGE SAFETY INSPECTOR I  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT ONE  
DISTRICT 1 BRIDGE DEPARTMENT  
KANAWHA

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: BRSFIN1-UNDER DIRECT SUPERVISION, EMPLOYEE PERFORMS BEGINNING LEVEL BRIDGE SAFETY INSPECTION WORK AS A MEMBER OF A HIGHWAY BRIDGE SAFETY INSPECTION TEAM. RIGS SCAFFOLDS AND LADDERS TO PROVIDE ACCESS TO BRIDGE STRUCTURE. CHIPS DIRT AND SCALE FROM BRIDGE MEMBERS. WORKS WITH OTHER MEMBERS TO OBTAIN DIMENSIONS AND OTHER DETAILS OF THE BRIDGE. TAKE PHOTOGRAPHS OF BRIDGE DETERIORATION. DOCUMENTS FINDINGS AS PART OF AN EVALUATION PROGRAM TO DETERMINE STRUCTURAL INTEGRITY AND SAFETY OF BRIDGES. HAZARDOUS WORKING CONDITIONS INVOLVE CLIMBING, EXPOSURE TO SEVERE WEATHER CONDITIONS. RELATED DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: EDUCATION EQUIVALENT TO GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL.  
SPECIAL REQUIREMENTS: POSSESSION OF A VALID DRIVER'S LICENSE.  
NOTE: PREFERENCE IN APPOINTMENT MAY BE GIVEN TO APPLICANTS WITH (1) SUCCESSFUL COMPLETION COURSE IN ALGEBRA, PLANE GEOMETRY, DRAFTING, OR MECHANICAL DRAWING OR (2) CERTIFICATION AS A TECHNICIAN-IN-TRAINING BRIDGE BY THE NATIONAL INSTITUTE FOR CERTIFICATION IN ENGINEERING TECHNOLOGIES (NICET).

SALARY: PAY GRADE 008    \$21,504.00 - \$39,792.00

DEADLINE: FEBRUARY 22, 2012



DATE: FEBRUARY 13, 2012  
DOT1200178  
PAGE: 2

TO APPLY:        SEND DIVISION OF PERSONNEL APPLICATION TO:  
                  JOHN MCBRAYER  
                  WVDOH - DISTRICT ONE  
                  1334 SMITH STREET  
                  CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER DOT1200178 ON APPLICATION



DATE: FEBRUARY 13, 2012  
DOT1200241  
PAGE: 1

TRANSPORTATION WORKER 3  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT TWO  
LOGAN COUNTY HEADQUARTERS  
LOGAN

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3EQOP - UNDER LIMITED SUPERVISION, PERFORMS SKILLED WORK IN THE CONSTRUCTION AND MAINTENANCE OF HIGHWAYS. OPERATES A VARIETY OF HEAVY MOTORIZED MAINTENANCE EQUIPMENT SUCH AS MOTOR GRADER, BACKHOE, TANDEM AND SINGLE AXLE TRUCKS, WHEELED TRACTOR, SKID-STEER LOADER AND WHEELED LOADER. MAY BE REQUIRED TO OPERATE OTHER RELATED HIGHWAY MAINTENANCE EQUIPMENT AS EMPLOYEE TRAINING PERMITS. PERFORMS PREOPERATION AND POSTOPERATION CHECK OF EQUIPMENT. MAKES MAJOR REPAIRS TO ROADS. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS WORKING CONDITIONS. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE WORK OR METAL WORK OR IN BUILDING EQUIPMENT REPAIR INCLUDING WORK IN HEATING, VENTILATION AND COOLING; (OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION;  
(OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN CORE DRILLING, OIL OR GAS DRILLING OR SURFACE MINING REQUIRING THE OPERATION OF DRILLING EQUIPMENT OR AUGER;  
(OR) TWO YEARS AS A TRANSPORTATION WORKER II-BRIDGE MAINTENANCE WORKER.  
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED



DATE: FEBRUARY 13, 2012  
DOT1200241  
PAGE: 2

EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR, HIGHWAY MAINTENANCE, AND CORE DRILLING AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREA AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 12H \$11.41 - \$20.11

DEADLINE: FEBRUARY 22, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
SCOTT EPLIN  
WVDOH - DISTRICT TWO  
801 MADISON AVE  
HUNTINGTON, WV 25704

PLEASE INCLUDE POSTING NUMBER DOT1200241 ON APPLICATION



DATE: FEBRUARY 13, 2012  
DOT1200242  
PAGE: 1

TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT TWO  
LOGAN COUNTY HEADQUARTERS  
LOGAN

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2 EQUIPMENT OPERATOR - UNDER GENERAL SUPERVISION  
PERFORMS SKILLED WORK IN THE MAINTENANCE OF HIGH-  
WAYS. OPERATES ONE OR MORE PIECES OF EQUIPMENT  
SUCH AS: ASPHALT DISTRIBUTOR, WHEELED LOADER,  
COMPACTION ROLLER, TRENCH MACHINE, BOOM OR FLAIL  
MOWER, CULVERT CLEANER. MUST BE ABLE TO OPERATE  
SINGLE AND TANDEM-AXLE DUMP TRUCKS TO TRANSPORT  
EQUIPMENT AND MATERIALS TO AND FROM WORK SITES  
AND TO PLOW SNOW. MAKES MINOR MECHANICAL REPAIRS  
IN THE FIELD SUCH AS CHANGING TIRES, BLADES OR  
FILTERS. WILL BE EXPOSED TO HAZARDOUS WORKING  
CONDITIONS, NIGHTTIME OPERATIONS AND INCLEMENT  
WEATHER. PERFORMS RELATED WORK AS REQUIRED.  
VALID COMMERCIAL DRIVING LICENSE (CDL) IS RE-  
QUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.  
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT  
PART-TIME PAID OR NON-PAID EXPERIENCE IN  
AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT  
OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL  
WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS  
OF FULL-TIME OR EQUIVALENT PART-TIME PAID  
EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL  
CONSTRUCTION.  
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN  
APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE  
MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE  
SUBSTITUTED FOR ONE YEAR OF THE REQUIRED  
EXPERIENCE.  
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF  
EQUIPMENT OPERATION: EQUIPMENT OPERATION  
CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS  
LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL



DATE: FEBRUARY 13, 2012  
DOT1200242  
PAGE: 2

SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE. SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/ COMPLETION OF AN APPROVED TRAINING COURSE IN SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY MAINTENANCE AND BRIDGE MAINTENANCE, AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREAS AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: FEBRUARY 22, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
SCOTT EPLIN  
WVDOH - DISTRICT TWO  
801 MADISON AVE  
HUNTINGTON, WV 25704

PLEASE INCLUDE POSTING NUMBER DOT1200242 ON APPLICATION



DATE: FEBRUARY 13, 2012  
DOT1200243  
PAGE: 1

TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT TWO  
LOGAN COUNTY HEADQUARTERS  
LOGAN

SCHEDULE: DAY SHIFT           UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2MECH - UNDER GENERAL SUPERVISION, PERFORMS  
MAINTENANCE, REPAIR AND MINOR OVERHAUL ON GASOLINE  
POWERED EQUIPMENT AND MAY WORK ON DIESEL POWERED  
EQUIPMENT. MAY BE EXPOSED TO HAZARDOUS WORKING  
CONDITIONS. PERFORMS RELATED DUTIES AS REQUIRED.  
A COMMERCIAL DRIVER'S LICENSE (CDL) WILL BE  
REQUIRED WITHIN SIX MONTHS FOLLOWING EMPLOYMENT.  
PREFERENCE MAY BE SHOWN TO APPLICANTS CURRENTLY  
HOLDING A CDL.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.  
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT  
PART-TIME PAID OR NON-PAID EXPERIENCE IN  
AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT  
OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL  
WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS  
OF FULL-TIME OR EQUIVALENT PART-TIME PAID  
EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL  
CONSTRUCTION.  
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN  
APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE  
MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE  
SUBSTITUTED FOR ONE YEAR OF THE REQUIRED  
EXPERIENCE.  
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF  
EQUIPMENT OPERATION: EQUIPMENT OPERATION  
CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS  
LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL  
SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS  
EXPERIENCE. OR A VALID CLASS A OR CLASS B  
COMMERCIAL DRIVER'S LICENSE IN THE AREA OF  
ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE  
FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE.  
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY



DATE: FEBRUARY 13, 2012  
DOT1200243  
PAGE: 2

MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/  
COMPLETION OF AN APPROVED TRAINING COURSE IN  
SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING  
COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST  
VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE  
REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR  
VEHICLE OPERATOR'S LICENSE; (2) A VALID  
CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS  
REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT  
OPERATION, AND MAY BE REQUIRED IN BRIDGE  
MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY  
MAINTENANCE AND BRIDGE MAINTENANCE, AT THE  
DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME  
POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION  
IN THE ASSIGNED AREAS AFTER APPOINTMENT;  
(4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION  
FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION  
AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN  
AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: FEBRUARY 22, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
SCOTT EPLIN  
WVDOH - DISTRICT TWO  
801 MADISON AVE  
HUNTINGTON, WV 25704

PLEASE INCLUDE POSTING NUMBER DOT1200243 ON APPLICATION



DATE: FEBRUARY 13, 2012  
DOT1200353  
PAGE: 1

TRANSPORTATION ENGINEERING TECHNICIAN TRAINEE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT THREE  
DISTRICT 3 CONSTRUCTION  
WOOD

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRETTR - SERVES IN A TRAINING CAPACITY, LEARNING  
BASIC CONCEPTS OF HIGHWAY AND BRIDGE CONSTRUCTION  
AND MAINTENANCE. WILL BE ASSIGNED TO ONE OF THE  
CONSTRUCTION DEPARTMENTS AND WILL BE UTILIZED AS  
NEEDED WITHIN THIS ORGANIZATION. RESPONSIBILITIES  
COULD INCLUDE, BUT NOT LIMITED TO: RECORD  
KEEPING, COMPLETING INSPECTION REPORTS, SURVEYING,  
MATERIALS TESTING, PERFORMING BASIC CALCULATIONS  
FOR LABOR, MATERIALS, AND EQUIPMENT. WORK COULD  
BE PERFORMED OUTDOORS IN ADVERSE WEATHER  
CONDITIONS AND ON ROUGH TERRAIN AND AROUND MOVING  
MACHINERY. PERFORMS RELATED DUTIES AS REQUIRED.  
PARTICIPATES IN A TRAINING PROGRAM REQUIRING 180  
TECHNICIAN DEVELOPMENT HOURS.

REQUIREMENTS: TRAINING: HIGH SCHOOL GRADUATION OR EQUIVALENT.  
SPECIAL REQUIREMENT: POSSESSION OF A VALID  
DRIVER'S LICENSE.

SALARY: PAY GRADE 008    \$21,504.00 - \$39,792.00

DEADLINE: FEBRUARY 22, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
JAMES ROTEN  
WVDOH - DISTRICT THREE  
624 DEPOT STREET  
PARKERSBURG, WV 26101

PLEASE INCLUDE POSTING NUMBER DOT1200353 ON APPLICATION



DATE: FEBRUARY 13, 2012  
DOT1200354  
PAGE: 1

HIGHWAY ENGINEER TRAINEE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT THREE  
DISTRICT 3 CONSTRUCTION  
WOOD

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGTR - UNDER THE SUPERVISION OF HIGHWAY  
ENGINEERS, WILL PARTICIPATE IN ON-THE-JOB TRAINING  
PROGRAM TO DEVELOP PROFICIENCY IN THE USE OF  
KNOWLEDGE, SKILLS, AND ABILITIES IN HIGHWAY/CIVIL  
ENGINEERING. ASSIGNMENT ARE VARIED AND DESIGNED  
TO DEVELOP THE EMPLOYEE'S SKILLS IN THE CIVIL  
ENGINEERING FIELD FOR THE SOLUTION OF PRACTICAL  
PROBLEMS AND TO DEVELOP SOLUTIONS WHICH CONFORM  
TO DEPARTMENTAL POLICIES, RULES AND REGULATIONS AS  
WELL AS PROFESSIONAL STANDARDS. PERFORM RELATED  
WORK AS REQUIRED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE IN CIVIL ENGINEERING  
FROM A REGIONALLY ABET ACCREDITED FOUR-YEAR  
COLLEGE OR UNIVERSITY. PREFERENCE IN MAKING  
APPOINTMENTS MAY BE SHOWN FOR INDIVIDUALS WITH  
TRAINING DIRECTLY RELATED TO THE TYPE OF  
POSITION TO BE FILLED. TRAINING AREAS INCLUDE  
CONSTRUCTION, MAINTENANCE, PLANNING, DESIGN,  
SOILS, STRUCTURES, AND TRAFFIC.  
SUBSTITUTION: A BACHELOR'S DEGREE IN CIVIL  
ENGINEERING TECHNOLOGY FROM A REGIONALLY ABET  
ACCREDITED FOUR YEAR COLLEGE OR UNIVERSITY OR A  
BACHELOR'S DEGREE IN CIVIL ENGINEERING FROM A  
NON-ABET ACCREDITED COLLEGE OR UNIVERSITY MAY BE  
SUBSTITUTED FOR THE REQUIRED TRAINING IF THE  
APPLICANT HAS ALSO PASSED THE FUNDAMENTALS OF  
ENGINEERING EXAMINATION ADMINISTERED BY THE WEST  
VIRGINIA BOARD OF REGISTRATION FOR PROFESSIONAL  
ENGINEERS, OR AN EQUIVALENT EXAMINATION  
ADMINISTERED BY ANOTHER STATE'S ENGINEER  
REGISTRATION ORGANIZATION.  
NOTE: APPOINTMENT ABOVE THE ENTRY LEVEL MAY BE  
MADE AT THE RATE OF FIVE PERCENT FOR EACH THREE



DATE: FEBRUARY 13, 2012  
DOT1200354  
PAGE: 2

MONTHS CO-OP EXPERIENCE WITH THE WEST VIRGINIA  
DIVISION OF HIGHWAYS, CO-OP EXPERIENCE WITH  
ANOTHER TRANSPORTATION ORGANIZATION OR RELATED  
WORK EXPERIENCE WITH A COMPANY SUCH AS AN  
ENGINEERING CONSULTING FIRM.  
AT THE APPOINTING AGENCY'S DISCRETION, COMPETITIVE  
CANDIDATES MAY RECEIVE PROBATIONARY APPOINTMENT  
PENDING OFFICIAL VERIFICATION OF THE QUALIFYING  
DEGREE. THE QUALIFYING DEGREE MUST BE VERIFIED  
BEFORE THE EMPLOYEE MAY BE CERTIFIED AS PERMANENT.

SALARY: PAY GRADE 019 \$39,372.00 - \$72,840.00

DEADLINE: FEBRUARY 22, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
JAMES ROTEN  
WVDOH - DISTRICT THREE  
624 DEPOT STREET  
PARKERSBURG, WV 26101

PLEASE INCLUDE POSTING NUMBER DOT1200354 ON APPLICATION



DATE: FEBRUARY 13, 2012  
DOT1200355  
PAGE: 1

TRANSPORTATION WORKER 3  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT THREE  
CALHOUN COUNTY HEADQUARTERS  
CALHOUN

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3MECH - UNDER LIMITED SUPERVISION, EMPLOYEE PERFORMS MAJOR OVERHAUL OF GASOLINE AND DIESEL POWERED AUTOMOTIVE AND HIGHWAY MAINTENANCE EQUIPMENT. DIAGNOSE MECHANICAL PROBLEMS AND DETERMINE APPROPRIATE PROCEDURES FOR REPAIR. WILL CHANGE AND REPAIR TIRES ON VEHICLES AND HEAVY EQUIPMENT. PERFORMS PREVENTIVE MAINTENANCE INSPECTIONS ON HEAVY EQUIPMENT. WILL SERVE AS WORKING SHOP LEADER, LEADING, TRAINING, AND REVIEWING THE WORK OF OTHERS. WILL BE REQUIRED TO COMPLETE ANY NECESSARY DOCUMENTATION AND PAPERWORK. MAY BE EXPOSED TO HAZARDOUS WORK CONDITIONS AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED. CDL WILL BE REQUIRED AFTER EMPLOYMENT. NOTE: THIS POSITIONS WILL BE FILLED BY REALLOCATION OF A CURRENT EMPLOYEE OF ORGANIZATION 0307. AS SUCH, AND IN ACCORDANCE WITH SECTION 9.5 (A) OF THE DOP ADMINISTRATIVE RULE (EFFECTIVE 7/1/07), ONLY APPLICANTS WHO ARE CURRENT, PERMANENT EMPLOYEES OF ORGANIZATION 0307 WILL BE ELIGIBLE FOR CONSIDERATION.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE WORK OR METAL WORK OR IN BUILDING EQUIPMENT REPAIR INCLUDING WORK IN HEATING, VENTILATION AND COOLING; (OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION;  
(OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN CORE DRILLING, OIL OR GAS



DATE: FEBRUARY 13, 2012  
DOT1200355  
PAGE: 2

DRILLING OR SURFACE MINING REQUIRING THE OPERATION  
OF DRILLING EQUIPMENT OR AUGER;  
(OR) TWO YEARS AS A TRANSPORTATION WORKER II-  
BRIDGE MAINTANANCE WORKER.

SUBSTITUTION: SUCCESSFUL COMPLETION OF AN  
APPROVED VOCATIONAL SCHOOL PROGRAM IN  
AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS  
MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED  
EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR  
VEHICLE OPERATOR'S LICENSE; (2) A VALID  
CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS  
REQUIRED IN THE AREA OF ASSIGNMENT OF  
EQUIPMENT OPERATION, AND MAY BE REQUIRED IN  
BRIDGE MAINTENANCE, EQUIPMENT REPAIR, HIGHWAY  
MAINTENANCE, AND CORE DRILLING AT THE DISCRETION  
OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN  
THE CLASS MAY REQUIRE CERTIFICATION IN THE  
ASSIGNED AREA AFTER APPOINTMENT; (4) SPECIFIC  
POSITIONS MAY REQUIRE CERTIFICATION FROM A  
FEDERAL EPA APPROVED TESTING ORGANIZATION  
AS A CERTIFIED TECHNICIAN REQUIRED BY THE  
CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 12H \$11.41 - \$20.11

DEADLINE: FEBRUARY 22, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
JAMES ROTEN  
WVDOH - DISTRICT THREE  
624 DEPOT STREET  
PARKERSBURG, WV 26101

PLEASE INCLUDE POSTING NUMBER DOT1200355 ON APPLICATION



DATE: FEBRUARY 13, 2012  
DOT1200453  
PAGE: 1

TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 003

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT FOUR  
MARION COUNTY HEADQUARTERS  
MARION

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2CW - SKILLED WORK IN THE CONSTRUCTION AND  
MAINTENANCE OF HIGHWAYS. WILL MAKE REPAIRS TO  
HIGHWAY CULVERTS AND PERFORM TRAFFIC CONTROL. MAY  
DRIVE SALT TRUCK DURING SRIC. MAY BE EXPOSED TO  
HAZARDOUS WORK CONDITIONS AND INCLEMENT WEATHER.  
CDL MAY BE REQUIRED WITHIN 5 MONTHS AFTER  
EMPLOYMENT BEGINS. PERFORMS RELATED WORK AS  
REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.  
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT  
PART-TIME PAID OR NON-PAID EXPERIENCE IN  
AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT  
OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL  
WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS  
OF FULL-TIME OR EQUIVALENT PART-TIME PAID  
EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL  
CONSTRUCTION.  
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN  
APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE  
MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE  
SUBSTITUTED FOR ONE YEAR OF THE REQUIRED  
EXPERIENCE.  
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF  
EQUIPMENT OPERATION: EQUIPMENT OPERATION  
CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS  
LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL  
SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS  
EXPERIENCE. OR A VALID CLASS A OR CLASS B  
COMMERCIAL DRIVER'S LICENSE IN THE AREA OF  
ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE  
FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE.  
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY  
MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/



DATE: FEBRUARY 13, 2012  
DOT1200453  
PAGE: 2

COMPLETION OF AN APPROVED TRAINING COURSE IN SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY MAINTENANCE AND BRIDGE MAINTENANCE, AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREAS AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: FEBRUARY 22, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
GREG PHILLIPS  
WVDOH - DISTRICT FOUR  
PO BOX 4220  
CLARKSBURG, WV 26302

PLEASE INCLUDE POSTING NUMBER DOT1200453 ON APPLICATION



DATE: FEBRUARY 13, 2012  
DOT1200460  
PAGE: 1

TRANSPORTATION ENGINEERING TECHNICIAN-SENIOR  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT FOUR  
DISTRICT 4 MAINTENANCE  
DODDRIDGE HARRISON MARION MONONGALIA  
PRESTON TAYLOR

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRET SR - PERFORMS ON SITE EVALUATIONS OF GUARDRAIL  
DAMAGE SITES & GENERATES ESTIMATES FOR REPAIRS.  
ESTABLISHES PRIORITIES & SCHEDULES OF REPAIR SITES  
WITH THE CONTRACTOR. MAINTAINS DETAILED RECORDS  
OF GUARDRAIL DAMAGE LOCATIONS & WORKS WITH  
APPROPRIATE PERSONNEL TO ATTEMPT TO OBTAIN  
ACCIDENT REPORTS TO ALLOW WVDOH TO REIMBURSED FOR  
DAMAGE. WORKING KNOWLEDGE OF GUARDRAIL  
INSTALLATION WARRANTS, GUARDRAIL COMPONENTS, &  
TRAFFIC CONTROL SET UPS. WILL PERFORM MINIMAL  
DESIGN RELATED DUTIES AS NEEDED, INCLUDING BUT NOT  
LIMITED TO: OBTAINING FIELD DATA, MINIMAL CADD  
DRAFTING, ETC.

REQUIREMENTS: CERTIFICATION AS A TRANSPORTATION ENGINEERING  
TECHNICIAN - SENIOR BY THE WEST VIRGINIA  
TRANSPORTATION ENGINEERING TECHNICIAN  
CERTIFICATION BOARD AT BRIDGEMONT COMMUNITY  
AND TECHNICAL COLLEGE.  
SPECIAL REQUIREMENT: POSSESSION OF A VALID  
DRIVER'S LICENSE IS ALSO REQUIRED.  
SUBSTITUTION (NEW HIRES ONLY): AN ASSOCIATE  
DEGREE IN CIVIL ENGINEERING TECHNOLOGY FROM  
A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY,  
PLUS TEN YEARS OF PAID EXPERIENCE IN A TECHNICAL  
CAPACITY IN A CIVIL ENGINEERING ENVIRONMENT MAY  
BE SUBSTITUTED FOR THE CERTIFICATION.

SALARY: PAY GRADE 017 \$35,028.00 - \$64,812.00

DEADLINE: FEBRUARY 22, 2012



DATE: FEBRUARY 13, 2012  
DOT1200460  
PAGE: 2

TO APPLY:        SEND DIVISION OF PERSONNEL APPLICATION TO:  
                 GREG PHILLIPS  
                 WVDOH - DISTRICT FOUR  
                 PO BOX 4220  
                 CLARKSBURG, WV 26302

PLEASE INCLUDE POSTING NUMBER DOT1200460 ON APPLICATION



DATE: FEBRUARY 13, 2012  
DOT1200461  
PAGE: 1

TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT FOUR  
TAYLOR COUNTY HEADQUARTERS  
TAYLOR

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP -UNDER GENERAL SUPERVISION, EMPLOYEE WILL OPERATE MEDIUM-SIZED EQUIPMENT SUCH AS FRONT END LOADER, GUARDRAIL OR FLAILMOWER, TANDEM OR SINGLE AXEL DUMP TRUCKS, SNOW PLOW AND SPREADERS USED IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. MAY OPERATE OTHER RELATED HIGHWAY EQUIPMENT AS TRAINING PERMITS. PERFORMS RELATED WORK AS REQUIRED SUCH AS FLAGGING, SHOVELING MATERIALS, CLEANING CULVERTS, MOWING, BRUSH CUTTING, LITTER PICKUP, CLEANING EQUIPMENT, AND JANITORIAL WORK. MAKES MINOR MECHANIC REPAIRS SUCH AS CHANGING TIRES, BLADES, OR FILTERS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.  
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.  
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.  
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS



DATE: FEBRUARY 13, 2012  
DOT1200461  
PAGE: 2

EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE. SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/ COMPLETION OF AN APPROVED TRAINING COURSE IN SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY MAINTENANCE AND BRIDGE MAINTENANCE, AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREAS AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: FEBRUARY 22, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
GREG PHILLIPS  
WVDOH - DISTRICT FOUR  
PO BOX 4220  
CLARKSBURG, WV 26302

PLEASE INCLUDE POSTING NUMBER DOT1200461 ON APPLICATION



DATE: FEBRUARY 13, 2012  
DOT1200462  
PAGE: 1

TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT FOUR  
MONONGALIA COUNTY HEADQUARTERS  
MONONGALIA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP -UNDER GENERAL SUPERVISION, EMPLOYEE WILL OPERATE MEDIUM-SIZED EQUIPMENT SUCH AS FRONT END LOADER, GUARDRAIL OR FLAILMOWER, TANDEM OR SINGLE AXEL DUMP TRUCKS, SNOW PLOW AND SPREADERS USED IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. MAY OPERATE OTHER RELATED HIGHWAY EQUIPMENT AS TRAINING PERMITS. PERFORMS RELATED WORK AS REQUIRED SUCH AS FLAGGING, SHOVELING MATERIALS, CLEANING CULVERTS, MOWING, BRUSH CUTTING, LITTER PICKUP, CLEANING EQUIPMENT, AND JANITORIAL WORK. MAKES MINOR MECHANIC REPAIRS SUCH AS CHANGING TIRES, BLADES, OR FILTERS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.  
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.  
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.  
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS



DATE: FEBRUARY 13, 2012  
DOT1200462  
PAGE: 2

EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE. SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/ COMPLETION OF AN APPROVED TRAINING COURSE IN SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY MAINTENANCE AND BRIDGE MAINTENANCE, AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREAS AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: FEBRUARY 22, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
GREG PHILLIPS  
WVDOH - DISTRICT FOUR  
PO BOX 4220  
CLARKSBURG, WV 26302

PLEASE INCLUDE POSTING NUMBER DOT1200462 ON APPLICATION



DATE: FEBRUARY 13, 2012  
DOT1200638  
PAGE: 1

HIGHWAY ENGINEER  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT SIX  
DISTRICT 6 MAINTENANCE  
MARSHALL

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGNR-UNDER LIMITED SUPERVISION, PERFORMS PROFESSIONAL ENGINEERING WORK OF ALL DISTRICT SIX ROADWAY AND FACILITY DESIGN PROJECTS, INCLUDING FEDERAL, STATE, AND COUNTY RESURFACING PROGRAMS, IN HOUSE PROJECTS AND WORKING WITH CONSULTANTS. THE RESPONSIBILITIES OF THE INCUMBENT ARE FOR THE INITIAL TO FINAL DESIGN OF ALL MAJOR PROJECTS IN THE DISTRICT AND THE SUPERVISION OF A STAFF OF SEVEN HIGHWAY DESIGN PROFESSIONALS. IS ALSO RESPONSIBLE FOR ORGANIZING, STAFFING, AND ADMINISTERING PROGRAMS, AND PROVIDING DAY-TO-DAY DIRECTION AS NEEDED OF THE DESIGN SECTION'S OPERATIONS AND PROCEDURES. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: CURRENT LICENSE AS A REGISTERED PROFESSIONAL ENGINEER IN WEST VIRGINIA.  
EXPERIENCE: SEVEN YEARS OF PROFESSIONAL HIGHWAY ENGINEERING EXPERIENCE INVOLVING THE DESIGN, CONSTRUCTION, OR MAINTENANCE OF HIGHWAYS.  
NOTE: THE EXPERIENCE MAY HAVE BEEN ACQUIRED AFTER THE BACHELOR'S DEGREE BUT MAY HAVE OCURRED BEFORE OR AFTER REGISTRATION AS A PROFESSIONAL ENGINEER.  
SUBSTITUTION: MASTER'S OF SCIENCE DEGREE IN CIVIL ENGINEERING FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE. NON-HIGHWAY PROFESSIONAL ENGINEERING EXPERIENCE MAY BE SUBSTITUTED FOR THE HIGHWAY ENGINEERING EXPERIENCE AT THE RATE OF TWO YEARS OF GENERAL EXPERIENCE FOR ONE YEAR OF HIGHWAY RELATED EXPERIENCE.



DATE: FEBRUARY 13, 2012  
DOT1200638  
PAGE: 2

SALARY: PAY GRADE 023 \$50,676.00 - \$93,756.00

DEADLINE: FEBRUARY 22, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
DANIEL SIKORA  
WVDOH - DISTRICT SIX  
1 DOT DRIVE  
MOUNDSVILLE, WV 26041

PLEASE INCLUDE POSTING NUMBER DOT1200638 ON APPLICATION



DATE: FEBRUARY 13, 2012  
DOT1200639  
PAGE: 1

TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT SIX  
DISTRICT 6 MAINTENANCE  
MARSHALL

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2BT - UNDER GENERAL SUPERVISION, PERFORMS SKILLED WORK IN THE CONSTRUCTION AND MAINTENANCE OF BUILDINGS AND STRUCTURES. MAKES MAJOR REPAIRS, BUILDS FORMS AND FINISHES CONCRETE. PERFORMS A VARIETY OF SKILLED AND SEMISKILLED WORK AT THE FULL-PERFORMANCE LEVEL IN BUILDING TRADES IN CONNECTION WITH THE MAINTENANCE AND REPAIR OF STATE FACILITIES AND BUILDINGS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED. REQUIRES KNOWLEDGE OF HVAC AND ELECTRICAL CODES.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.  
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.  
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.  
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE



DATE: FEBRUARY 13, 2012  
DOT1200639  
PAGE: 2

FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE.  
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY  
MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/  
COMPLETION OF AN APPROVED TRAINING COURSE IN  
SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING  
COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST  
VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE  
REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR  
VEHICLE OPERATOR'S LICENSE; (2) A VALID  
CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS  
REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT  
OPERATION, AND MAY BE REQUIRED IN BRIDGE  
MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY  
MAINTENANCE AND BRIDGE MAINTENANCE, AT THE  
DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME  
POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION  
IN THE ASSIGNED AREAS AFTER APPOINTMENT;  
(4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION  
FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION  
AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN  
AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: FEBRUARY 22, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
DANIEL SIKORA  
WVDOH - DISTRICT SIX  
1 DOT DRIVE  
MOUNDSVILLE, WV 26041

PLEASE INCLUDE POSTING NUMBER DOT1200639 ON APPLICATION



DATE: FEBRUARY 13, 2012  
DOT1200830  
PAGE: 1

TRANSPORTATION WORKER 4  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 8  
DISTRICT 8 BRIDGE DEPARTMENT  
RANDOLPH

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW4WELD - \*\*IN-HOUSE ONLY\*\* UNDER LIMITED SUPERVISION, AT THE ADVANCED LEVEL, AS A MEMBER OF A BRIDGE MAINTENANCE CREW, PERFORMS SPECIALIZED SKILLED WORK IN THE REPAIR, RENOVATION, MAINTENANCE OR CONSTRUCTION OF BRIDGES BY WELDING METAL COMPONENTS TOGETHER USING GAS AND ELECTRICAL WELDERS, TORCHES AND OTHER WELDING EQUIPMENT. INSPECTS WORK FOR ACCURACY AND COMPLETENESS ACCORDING TO PLANS AND SPECIFICATIONS. CUTS AND GRINDS STRUCTURAL STEEL USING ACETYLENE GAS CUTTING TORCHES AND POWER GRINDERS. CLIMBS HIGH STEEL STRUCTURES TO PERFORM WELDING TASKS ON METAL BRIDGE COMPONENTS. MAINTAINS WELDING EQUIPMENT, CHECKS PRESSURE GAUGES AND VALVES TO ENSURE ADHERENCE TO SAFETY PROCEDURES. OTHER DUTIES AS A BRIDGE MAINTENANCE CREW MEMBER INCLUDE POURING, VIBRATION AND FINISHING CONCRETE OR OTHER TASKS ASSOCIATED WITH THE REPAIR OF BRIDGES. MAY OPERATE SINGLE AXLE DUMP TRUCK AND OTHER EQUIPMENT AS TRAINING PERMITS. PERFORMS ADDITIONAL DUTIES AS REQUIRED. WILL BE EXPOSED TO HAZARDOUS WORKING CONDITIONS SUCH AS INCLEMENT WEATHER AND HIGH SPEED TRAFFIC. CDL IS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.  
EXPERIENCE: SIX YEARS OF EXPERIENCE IN WELDING, BRIDGE CONSTRUCTION/REPAIR, HIGHWAY EQUIPMENT REPAIR, CORE DRILLING, OIL GAS DRILLING, THE OPERATION OF DRILLING EQUIPMENT OR AUGERS, OR HEAVY EQUIPMENT OPERATION.  
SPECIAL REQUIREMENT: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE MAY BE REQUIRED AT THE DISCRETION OF THE APPOINTING



DATE: FEBRUARY 13, 2012  
DOT1200830  
PAGE: 2

AUTHORITY; (3) COMPLETION OF THE CERTIFIED MECHANIC OR DEPARTMENT OF TRANSPORTATION WELDER CERTIFICATION PROGRAM OF THE DIVISION OF HIGHWAYS; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.  
PROMOTIONAL ONLY: SIX YEARS OF COMBINED EXPERIENCE IN BRIDGE CONSTRUCTION/REPAIR AND/OR WELDING AND CERTIFICATION AS A WELDER BY THE DIVISION OF HIGHWAYS MAY SUBSTITUTE FOR THE REQUIRED SIX YEARS OF WELDING EXPERIENCE.

SALARY: PAY GRADE 14H \$12.37 - \$21.65

DEADLINE: FEBRUARY 22, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
MICHAEL MORAN  
WVDOH - DISTRICT EIGHT  
PO BOX 1516  
ELKINS, WV 26241

PLEASE INCLUDE POSTING NUMBER DOT1200830 ON APPLICATION



DATE: FEBRUARY 13, 2012  
DOT1200955  
PAGE: 1

TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 9  
NICHOLAS COUNTY HEADQUARTERS  
NICHOLAS

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, EMPLOYEE WILL OPERATE MEDIUM-SIZED EQUIPMENT SUCH AS FRONT END LOADER, GUARDRAIL OR FLAIL MOWER, TANDEM OR SINGLE AXLE DUMP TRUCKS, SNOW PLOW AND SPREADERS USED IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. MAY OPERATE OTHER RELATED HIGHWAY EQUIPMENT AS TRAINING PERMITS. PERFORMS RELATED WORK AS REQUIRED SUCH AS FLAGGING, SHOVELING MATERIALS, CLEANING CULVERTS, MOWING, BRUSH CUTTING, LITTER PICKUP, CLEANING EQUIPMENT, AND JANITORIAL WORK. MAKES MINOR MECHANIC REPAIRS SUCH AS CHANGING TIRES, BLADES, OR FILTERS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. A COMMERCIAL DRIVER'S LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.  
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.  
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.  
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL



DATE: FEBRUARY 13, 2012  
DOT1200955  
PAGE: 2

SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE. SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/ COMPLETION OF AN APPROVED TRAINING COURSE IN SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY MAINTENANCE AND BRIDGE MAINTENANCE, AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREAS AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: FEBRUARY 22, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
STEVEN B. COLE  
WVDOH - DISTRICT NINE  
146 STONEHOUSE ROAD  
LEWISBURG, WV 24901

PLEASE INCLUDE POSTING NUMBER DOT1200955 ON APPLICATION



DATE: FEBRUARY 13, 2012  
DOT1201043  
PAGE: 1

REALTY TRAINEE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 10  
DISTRICT RIGHT OF WAY  
MERCER

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRRLTRN: IN HOUSE ONLY. UNDER DIRECT SUPERVISION,  
WORKS AT A TRAINING LEVEL FOLLOWING A FORMAL  
SCHEDULED OF IN-SERVICE CLASSROOM AND FIELD  
TRAINING DESIGNEE TO PREPARE THE CANDIDATE FOR  
RESOURCE REAL PROPERTY DATA, REAL PROPERTY RIGHTS  
ADQUISITION AND APPRAISALS, RELOCATION  
ASSISTANCE, PROPERTY MANAGEMENT. THIS WILL ALSO  
INVOLVE NEGOTIATIONS, APPRAISALS ON NON-COMPLEX,  
LOW VALUE PROPERTY, OR RELATED LEVEL PROPERTY,  
MANAGEMENT OR RELOCATION WORK. PERFORMS RELATED  
WORKS AS REQUIRED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY  
ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.  
SUBSTITUTION FOR THE DIVISION OF HIGHWAYS ONLY:  
FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE  
IN REAL ESTATE SALES, OR APPRAISAL, REAL ESTATE  
MANAGEMENT, HIGHWAY CONSTRUCTION, HIGHWAY DESIGN,  
OR RELATED EXPERIENCE MAY SUBSTITUTE ON A  
YEAR-FOR-YEAR BASIS FOR THE BACHELOR'S DEGREE.  
SUBSTITUTION FOR THE REAL ESTATE DIVISION ONLY:  
FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE  
IN REAL ESTATE, LEASE, FACILITY OR CONTRACT  
MANAGEMENT, APPRAISAL, OR OTHER RELATED  
EXPERIENCE MAY SUBSTITUTE ON A YEAR-FOR-YEAR  
BASIS FOR THE BACHELOR'S DEGREE.

SALARY: PAY GRADE 012    \$26,160.00 - \$48,396.00

DEADLINE: FEBRUARY 22, 2012



DATE: FEBRUARY 13, 2012  
DOT1201043  
PAGE: 2

TO APPLY:            SEND DIVISION OF PERSONNEL APPLICATION TO:  
                     TOM CAMDEN  
                     WVDOH - DISTRICT TEN  
                     270 HARDWOOD LANE  
                     PRINCETON, WV 24740

PLEASE INCLUDE POSTING NUMBER DOT1201043 ON APPLICATION



DATE: FEBRUARY 13, 2012  
DOT1201044  
PAGE: 1

TRANSPORTATION CREW SUPERVISOR I  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 10  
RALEIGH COUNTY HEADQUARTERS  
RALEIGH

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRCRSV1: UNDER LIMITED SUPERVISION, AN EMPLOYEE  
IN THIS CLASS SUPERVISES ONE CREW AND PARTICIPATES  
IN THE MAINTENANCE AND REPAIR OF HIGHWAYS OR  
THE MAINTENANCE, REPAIR, RENOVATION OR  
CONSTRUCTION OF BRIDGES. MAY BE EXPOSED TO  
HAZARDOUS WORKING CONDITIONS AND INCLEMENT  
WEATHER. THIS POSITION FUNCTIONS AS A WORKING  
SUPERVISOR. PERFORMS RELATED WORK AS REQUIRED.  
CDL LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR YEAR-  
HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT  
PART-TIME EXPERIENCE IN HIGHWAY CONSTRUCTION OR  
HIGHWAY MAINTENANCE, OR IN BRIDGE OR STRUCTURAL  
STEEL CONSTRUCTION.  
PROMOTIONAL ONLY: FIVE YEARS OF FULL-TIME OR  
EQUIVALENT PART-TIME EXPERIENCE IN HIGHWAY  
CONSTRUCTION OR HIGHWAY MAINTENANCE, OR IN BRIDGE  
OR STRUCTURAL STEEL CONSTRUCTION, TWO YEARS OF  
WHICH MUST HAVE BEEN IN A LEAD WORKER OR  
SUPERVISORY CAPACITY, MAY BE SUBSTITUTED FOR THE  
ABOVE TRAINING AND EXPERIENCE.  
SPECIAL REQUIREMENT: A VALID WEST VIRGINIA MOTOR  
VEHICLES OPERATOR'S LICENSE OR A COMMERCIAL  
DRIVER'S LICENSE MAY BE REQUIRED AFTER EMPLOYMENT.

SALARY: PAY GRADE 012    \$26,160.00 - \$48,396.00

DEADLINE: FEBRUARY 22, 2012



DATE: FEBRUARY 13, 2012  
DOT1201044  
PAGE: 2

TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:  
TOM CAMDEN  
WVDOH - DISTRICT TEN  
270 HARDWOOD LANE  
PRINCETON, WV 24740

PLEASE INCLUDE POSTING NUMBER DOT1201044 ON APPLICATION